



Virgin Islands Port Authority Governing Board Meeting Actions List

January 24, 2018

Chaired by Laurel Hewitt-Sewer, Board Chairperson
St. Thomas, US Virgin Islands

Board Members

1. Laurel Hewitt-Sewer, St. John Private Citizen - **Chairperson**
2. Dr. Yvonne Thraen, St. Thomas Private Citizen - **Vice Chair**
3. Claude E. Walker, Esq., Attorney General - **Secretary**
4. Beverly Nicholson-Doty, Tourism Commissioner
5. Nelson Petty, Acting Public Works Commissioner
6. José A. Penn, EDA Chairman
7. Marvin Forbes, St. Croix Private Citizen
8. Lee Steiner, St. Thomas Private Citizen
9. St. Croix Private Citizen (*vacant*)

Board Staff

1. Tonya Pickering, Internal Auditor (absent)

VIPA Staff Present

1. David W. Mapp, Executive Director
2. Damian Cartwright, Asst. Exec. Director/Director of Engineering
3. M. Anna Penn, Acting Chief Financial Officer
4. Mitchel Todman, Dir. of Airport Operations
5. Ava Penn, Acting Marine Manager/Crown Bay District Manager
6. Attorney Denise George-Counts, Senior Staff Attorney
7. Monifa Brathwaite, Public Information Officer
8. Julice Harley, Chief of Staff
9. Valcina Quashie, Labor Relations Administrator
10. Deborah Washington, Property Manager

Election of VIPA Board Officers

Annual Election of VIPA Board Officers

Board Officers

Chairperson of the Board – Laurel Hewitt-Sewer
Vice Chair of the Board – Dr. Yvonne E. L. Thraen
Board Secretary – AG Claude Walker

Committee Member Assignments

All remained the same with exception of:
Property Committee – Lee Steiner (joined)
Projects Committee – Lee Steiner (joined)

Chairs of the committees will be selected at the committee meetings held in Feb. 2018.

Poll Vote Ratification Poll Vote Ratification

Poll Vote Results –

Adcon Environmental Services

Ratified poll vote to award contract in the amount of \$76,898.16 to Adcon Environmental Services to perform mold remediation in the HVAC system at the E. W. Blyden Terminal.

Property Committee

Miradas Holdings, Inc. dba Laline –

Early Lease Termination (Crown Bay Center)

Approved request to terminate the lease agreement between VIPA and Miradas Holdings, Inc. dba Laline for kiosk space at P-01 Crown Bay Center, effective Dec. 31, 2017. Three months' security deposit (\$6,000) will be forfeited as penalty for early termination of the lease.

Fanny A. Cuevas dba Angel Clothes and Souvenirs Lease Renewal (Crown Bay Center)

Approved lease renewal between VIPA and Fanny A. Cuevas dba Angel Clothes and Souvenirs for approximately 280 s/f of space at GS-05 to operate a retail store specializing in tourist-related gift items for a term of one year beginning Oct. 1, 2017 at a monthly rate of \$1,606.50 with one option to renew for one year. Monthly reporting of gross sales and three month's security deposit required.

Department of Property and Procurement (DPP) – Request to Transfer Parcel 302 Cruz Bay to the USVI Government via DPP

- Rescinded 2014 agreement between VIPA and the Department of Planning and Natural Resources via the Department of Property and Procurement to grant, transfer, release and convey Parcel 302 Cruz Bay to the Government of the US Virgin Islands now that the intended purpose of that agreement (establishment of a fish market) no longer exists.
- Denied the request from DPP to enter into an agreement with a villa owner to expand its property adjacent to the same location.

VI Water and Power Authority Land Purchase

Executive Director reported that this venture is on hold pending a meeting with the Acting Executive Director of the VI Water and Power Authority.

Petite Pump Room

Approved Amendment No. 1 to the ground lease agreement between VIPA and Petite Pump Room to revise the rental fees for the percentage of fees for years 9-12 (FY 2021-2024), and years 13-16 (FY 2025-2028) to remain at 3%.

Projects and Operations Committee

HERA Apron Pavement Rehabilitation Phase III – Contract Award

Awarded contract in the amount of \$1,284,466 to Rumina Construction, LLC to construct the HERA Apron Pavement Rehabilitation Project - Phase 3. Funded via FAA Grant 90% and VIPA 10%.

**HERA Apron Pavement Rehabilitation
Phase III – Construction Administration**

Awarded contract in the amount of \$261,848 to American Infrastructure Development, Inc. to provide construction administration services for the HERA Apron Pavement Rehabilitation Project – Phase 3. This is a mandate of the FAA. Funded via FAA Grant 90% and VIPA 10%.

**Remediation of Contaminated Soil of Area
Leased to Standard Aviation at CEKA**

Awarded contract in the amount of and not to exceed \$114,400 to BioImpact, Inc. to provide the required testing and remediation of contaminated soil of an area leased to Standard Aviation at CEKA. Funded via VIPA's FY 2018 Budget – CEKA Aviation Professional Services.

CEKA Airfield Signs and Lights Replacement

Awarded contract in the amount of \$62,570.32 to AT Construction to replace airfield lights and signs damaged at CEKA during two Category 5 hurricanes that struck the territory in Sept. 2017. Funded via VIPA's insurance proceeds.

Personnel Committee

IT Technical Support Specialist (Temporary)

Approved staff's request to hire a temporary IT Technical Support Specialist for a period of six months to provide assistance to the VIPA IT department, which has been short-staffed.

File Clerk (Temporary) - STX

Approved the hiring of a temporary file clerk for a period of six months to be employed in the executive director's office and other administrative offices on St. Croix.

Red Hook Custodian (Permanent) - STT

Approved the hiring of a permanent custodian to be employed at the UVF Terminal at Red Hook.

Deputy Chief of Staff

Tabled and returned to Personnel Committee.

Status Report – Police Officers for St. John

Executive Director reported that he is coordinating the hiring of additional officers with the USVI Division of Personnel.

Executive Session

- No actions taken.